

PUBLIC HEALTH PROGRAMS COMMUNITY HEALTH EDUCATOR AND OUTREACH SPECIALIST

Division: Health Protection

Immediate Supervisor: Public Health Programs Director

Bloodborne Pathogen Risk Classification: 3

Fair Labor Standards Act (Exempt Status): E

Salary Schedule Pay Grade: 6

**Updated: June 2020
Created: December 2015**

Summary of Duties:

1. Plan, organize, and conduct community health education programs for the Contact Tracing Program consistent with the mission of the Knox County Health Department.
2. Provide consultative services and technical assistance to various agencies and groups to enhance program effectiveness in relation to the coronavirus.
3. Participate in all training to learn procedures for contact tracing; including, use of appropriate software and tracking databases.
4. Communicate with all contacts and resource agencies in a professional and empathetic manner.
5. Participate in preparation, selection, and dissemination of Contact Tracing Program health education materials.
6. Speak before various community groups and prepare educational presentations appropriate for all audiences.
7. Consult with Contact Tracing staff on methods of analyzing various health disparities; make recommendations regarding the development of educational methods and programs.
8. Work with Director on various marketing/outreach projects; creates media releases for approval.
9. Respond to common requests and connect individuals with referrals for testing and necessary resources for wrap-around services.
10. Maintain ongoing contact with Director and provide regular activity updates.
11. Deliver isolation and quarantine orders to positive patients and contacts.
12. Assemble and deliver care kits to positive patients and contacts.
13. Assist Director in the development and implementation of the Knox County Community Health Improvement Plan
14. Performs other duties as required and/or assigned.

Minimum Qualifications:

Bachelor's degree; having courses in health education with concentration in behavioral science or community health. Degree in Community Health Education preferred.

- Ability to understand and follow oral and written instructions.
- Ability to exhibit a professional, positive attitude and work ethic
- Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis and distress

- Ability to show empathy to distressed individuals
 - Excellent organizational and communication skills
 - Ability to speak, read, and write English
 - Critical thinking and sound judgment required
 - Ability to handle confidential information with discretion and professionalism
 - Proficiency with computers
-

Performance Standards:

Performance will be measured in accordance with the Knox County Health Department approved evaluation tool and established work performance standards.

As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependent on funding allocation and community expectations.

Classified as grant contingent, this position is a result of funding from the Federal government or the State of Illinois. Subsequently, obligations of the Knox County Health Department regarding these grant contingent staff position cease immediately and without penalty should applicable funding cease to be appropriated.

Administrator Signature

Employee Signature